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COMMISSION ON HUMAN RIGHTS
Sub-Commission on Prevention of
Discrimination and Protection
of Minorities
Forty-ninth session
Item 1 of the provisional agenda

ORGANIZATION OF WORK

Note by the Secretariat

1. At its forty-eighth session, on 29 August 1996, the Sub-Commission on Prevention of Discrimination and Protection of Minorities adopted decision 1996/112, entitled "Methods of work of the Sub-Commission".

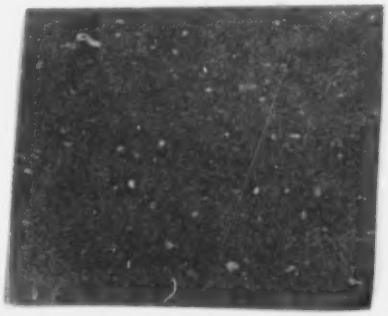
2. In that decision, the Sub-Commission requested the Secretary-General to examine the financial and other implications of organizing the sessions of the Sub-Commission according to each of the following three proposals:

(a) One session of four weeks with two meetings each working day (Note: this is currently the case; the Sub-Commission meets for a period of four weeks with two meetings per day. The total number of meetings is 40);

(b) One session of five weeks with one week of two meetings each working day and four weeks of one meeting each working day (Note: the total number of meetings would be 30);

(c) One session of six weeks with one meeting each working day (Note: the total number of meetings would be 30).

3. Cost estimates and other relevant implications of these three options were requested from the Conference Services Division and from the Administrative and System Support Section of the High Commissioner/Centre for Human Rights.



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4. The Conference Services Division explained that although two meetings per day for one week and one meeting per day for four weeks were foreseen in option (b) and only one daily meeting for six weeks in option (c), both options had been costed on the basis of two daily meetings in accordance with existing costing procedures and taking into consideration the fact that there is no guarantee of reassignment of conference servicing staff in the afternoon to other meetings. The Division also mentioned that, in accordance with existing practice, any proposed departure from the approved calendar of meetings should be referred to the Committee on Conferences in New York.

5. The Administrative and System Support Section of the High Commissioner/Centre for Human Rights did not include in its estimates the travel costs of the 26 experts of the Sub-Commission. These costs would be approximately the same for four, five or six weeks. The estimates simply referred to the per diem costs.

6. The data regarding the financial implications of decision 1996/112 provided by the Conference Services Division of the United Nations Office at Geneva and by the Administrative and System Support Section of the High Commissioner/Centre for Human Rights, are contained in the annexes to the present document.

Annex I

ESTIMATES FOR ONE SESSION OF FOUR WEEKS
WITH TWO MEETINGS EACH WORKING DAY

A. Conference Services

Estimated conference cost	Estimated workload	Workload expressed in calendar days, i.e. x (7/5) days	1997 unit rate in Sw F	Estimated cost in Sw F
1. Meeting services requirements				
Number of meetings: 40				
Languages: A,C,E,F,R,S				
20 Interpreters (work-days)	400	560	631	353 360
3 Meeting room attendants (work-days)	60	84	173	14 532
1 Conference officer (work-days)	20	28	187	5 236
Total meeting services requirements				373 128
2. Pre-session documentation requirements				
105 documents (600 original pages/document)				
Languages: A,C,E,F,R,S				
Translation (work-days)	330	462	484	223 608
Revision (work-days)	110	154	598	92 092
Translation/self-revision (work-days)	318	445	558	248 310
Typing (work-days)	508	711	253	179 883
Reproduction (originals) (page impressions)	2 244 000	n/a	0.03	77 064
Distribution (docs.)	392 700	n/a	0.264	103 673
Total pre-session documentation requirements				924 630
3. In-session documentation requirements				
87 documents (400 original pages/document)				
Languages: A,C,E,F,R,S				
Translation (work-days)	220	308	484	149 072
Revision (work-days)	73	102	598	60 996
Translation/self-revision (work-days)	212	297	558	165 726
Typing (work-days)	339	475	253	120 175
Reproduction (originals) (page impressions)	510 000	n/a	0.05	27 448
Distribution (docs.)	110 925	n/a	0.264	29 284
Total in-session documentation requirements				552 701

Estimated conference cost	Estimated workload	Workload expressed in calendar days, i.e. x (7/5) days	1997 unit rate in Sw F	Estimated cost in Sw F
4. Summary records requirements (E,F) (summary records are for 40 meetings)				
Translation (work-days)	280	392	484	189 728
Revision (work-days)	60	84	598	50 232
Typing (work-days)	360	504	253	127 512
Reproduction (page impressions)	1 416 000	n/a	0.05	72 992
Distribution (docs.)	94 400	n/a	0.264	24 922
Total summary records requirements				465 386
5. Post-session documentation requirements 1 document (250 original pages/document) Languages: A,C,E,F,R,S				
Translation (work-days)	138	193	484	93 412
Revision (work-days)	46	64	598	38 272
Translation/self-revision (work-days)	133	186	558	103 788
Typing (work-days)	211	295	253	74 635
Reproduction (originals) (page impressions)	707 500	n/a	0.03	25 285
Distribution (docs.)	2 830	n/a	0.264	747
Total post-session documentation requirements				336 139
6. General services requirements				
3 Sound technicians/recording (work-days)	60	84	216	18 144
1 Messenger (work-days)	20	28	173	4 844
Guards (work-days)	-	-	173	-
Overtime (normal) (hours)	-	n/a	37	-
Total General Services requirements				22 988
7. Other requirements				
Rental of office supplies/ equipment	-	-	239	-
Secretary (work-days)	-	n/a	46	-
Overtime (normal) (hours)	15	21	315	6 615
Editing (work-days)	20	28	173	4 844
1 Docs. control officer (work-days)	20	28	173	4 844
1 Docs. distr. officer (work-days)				
Total other requirements				16 303
TOTAL (1 to 7)				2 691 275
Rental of conference room (s) (days)	-	n/a		-
Rental office space m^2 (days)	-	n/a		-
ESTIMATED GRAND TOTAL			Sw F	2 691 275
			or US$	1 856 051

B. Administrative and System Support Section

Per diem: 27 days at US$ 268 = US$ 188,136.00

TOTAL A + B = US$ 2,044,187.00

Annex II

ESTIMATES FOR ONE SESSION OF FIVE WEEKS WITH ONE WEEK OF TWO MEETINGS PER DAY AND FOUR WEEKS OF ONE MEETING ONLY PER DAY

A. Conference Services

Estimated conference cost	Estimated workload	Workload expressed in calendar days, i.e. x (7/5) days	1997 unit rate in Sw F	Estimated cost in Sw F
1. Meeting services requirements				
Number of meetings: 50				
Languages: A,C,E,F,R,S				
20 Interpreters (work-days)	500	700	631	441 700
3 Meeting room attendants (work-days)	75	105	173	18 165
1 Conference officer (work-days)	25	35	187	6 545
Total meeting services requirements				466 410
2. Pre-session documentation requirements				
105 documents (600 original pages/document)				
Languages: A,C,E,F,R,S				
Translation (work-days)	330	462	484	223 608
Revision (work-days)	110	154	598	92 092
Translation/self-revision (work-days)	318	445	558	248 310
Typing (work-days)	508	711	253	179 883
Reproduction (originals) (page impressions)	2 244 000	n/a	0.03	77 064
Distribution (docs.)	392 700	n/a	0.264	103 673
Total pre-session documentation requirements				924 630
3. In-session documentation requirements				
87 documents (400 original pages/document)				
Languages: A,C,E,F,R,S				
Translation (work-days)	220	308	484	149 072
Revision (work-days)	73	102	598	60 996
Translation/self-revision (work-days)	212	297	558	165 726
Typing (work-days)	339	475	253	120 175
Reproduction (originals) (page impressions)	510 000	n/a	0.05	27 448
Distribution (docs.)	110 925	n/a	0.264	29 284
Total in-session documentation requirements				552 701

Estimated conference cost		Estimated workload	Workload expressed in calendar days, i.e. x (7/5) days	1997 unit rate in Sw F	Estimated cost in Sw F
4. Summary records requirements (E,F) (summary records are for 30 meetings)					
Translation	(work-days)	210	294	484	142 296
Revision	(work-days)	45	63	598	37 674
Typing	(work-days)	270	378	253	95 634
Reproduction	(page impressions)	1 062 000	n/a	0.05	55 292
Distribution	(docs.)	70 800	n/a	0.264	18 691
Total summary records requirements					349 587
5. Post-session documentation requirements 1 document (250 original pages/document)					
Languages: A,C,E,F,R,S					
Translation	(work-days)	138	193	484	93 412
Revision	(work-days)	46	64	598	38 272
Translation/self-revision	(work-days)	133	186	558	103 788
Typing	(work-days)	211	295	253	74 635
Reproduction (originals)	(page impressions)	707 500	n/a	0.03	25 285
Distribution	(docs.)	2 830	n/a	0.264	747
Total post-session documentation requirements					336 139
6. General services requirements					
3 Sound technicians/recording	(work-days)	75	105	216	22 680
1 Messenger	(work-days)	25	35	173	6 055
Guards	(work-days)	-	-	173	-
Overtime (normal)	(hours)	-	n/a	37	-
Total General Services requirements					28 735
7. Other requirements					
Rental of office supplies/ equipment		-	-		-
Secretary	(work-days)	-	n/a	239	-
Overtime (normal)	(hours)	11	15	46	-
Editing	(work-days)	25	35	315	4 725
1 Docs. control officer	(work-days)	25	35	173	6 055
1 Docs. distr. officer	(work-days)			173	6 055
Total other requirements					16 835
TOTAL (1 to 7)					2 675 037
Rental of conference room (s)	(days)	-	n/a		-
Rental of office space m^2	(days)	-	n/a		-
ESTIMATED GRAND TOTAL				Sw F	2 675 037
				or US$	1 844 853

B. Administrative and System Support Section

Per diem: 34 days at US$ 268 = US$ 236, 912.00

TOTAL A + B = US$ 2,081,765.00

Annex III

ESTIMATES FOR ONE SESSION OF SIX WEEKS WITH ONE MEETING PER DAY

A. Conference Services

Estimated conference cost		Estimated workload	Workload expressed in calendar days, i.e. x (7/5) days	1997 unit rate in SW F	Estimated cost in SW F
1. Meeting services requirements					
Number of meetings: 60					
Languages: A,C,E,F,R,S					
20 Interpreters	(work-days)	600	840	631	530 040
3 Meeting room attendants	(work-days)	90	126	173	21 798
1 Conference officer	(work-days)	30	42	187	7 854
Total meeting services requirements					559 692
2. Pre-session documentation requirements					
105 documents (600 original pages/document)					
Languages: A,C,E,F,R,S					
Translation	(work-days)	330	462	484	223 608
Revision	(work-days)	110	154	598	92 092
Translation/self-revision	(work-days)	318	445	558	248 310
Typing	(work-days)	508	711	253	179 883
Reproduction (originals)	(page impressions)	2 244 000	n/a	0.03	77 064
Distribution	(docs.)	392 700	n/a	0.264	103 673
Total pre-session documentation requirements					924 630
3. In-session documentation requirements					
87 documents (400 original pages/document)					
Languages: A,C,E,F,R,S					
Translation	(work-days)	220	308	484	149 072
Revision	(work-days)	73	102	598	60 996
Translation/self-revision	(work-days)	212	297	558	165 726
Typing	(work-days)	339	475	253	120 175
Reproduction (original)	(page impressions)	510 000	n/a	0.05	27 448
Distribution	(docs.)	110 925	n/a	0.264	29 284
Total in-session documentation requirements					552 701

Estimated conference cost		Estimated workload	Workload expressed in calendar days, i.e. x (7/5) days	1997 unit rate in Sw F	Estimated cost in Sw F
4. Summary records requirements (E,F) (summary records are for 30 meetings)					
Translation	(work-days)	210	294	484	142 296
Revision	(work-days)	45	63	598	37 674
Typing	(work-days)	270	378	253	95 634
Reproduction	(page impressions)	1 062 000	n/a	0.05	55 292
Distribution	(docs.)	70 800	n/a	0.264	18 691
Total summary records requirements					349 587
5. Post-session documentation requirements 1 document (250 original pages/document) Languages: A,C,E,F,R,S					
Translation	(work-days)	138	193	484	93 412
Revision	(work-days)	46	64	598	38 272
Translation/self-revision	(work-days)	133	186	558	103 788
Typing	(work-days)	211	295	253	74 635
Reproduction (originals)	(page impressions)	707 500	n/a	0.03	25 285
Distribution	(docs.)	2 830	n/a	0.264	747
Total post-session documentation requirements					336 139
6. General Services requirements					
3 Sound technicians/recording	(work-days)	90	126	216	27 216
1 Messenger	(work-days)	30	42	173	7 266
Guards	(work-days)	-	-	173	-
Overtime (normal)	(hours)	-	n/a	37	-
Total General Services requirements					34 482
7. Other requirements					
Rental of office supplies/ equipment					-
Secretary	(work-days)	-	-	239	-
Overtime (normal)	(hours)	-	n/a	46	-
Editing	(work-days)	11	15	315	4 725
1 Docs. control officer	(work-days)	30	42	173	7 266
1 Docs. distr. officer	(work-days)	30	42	173	7 266
Total other requirements					19 257
TOTAL (1 to 7)					2 776 488
Rental of conference room (s)	(days)	-	n/a		-
Rental of office space m^2	(days)	-	n/a		-
ESTIMATED GRAND TOTAL				Sw F	2 776 488
				or US$	1 914 819

B. Administrative and System Support Section

Per diem: 41 days at US$ 268 = US$ 285,688.00

TOTAL A + B = US$ 2,200,507